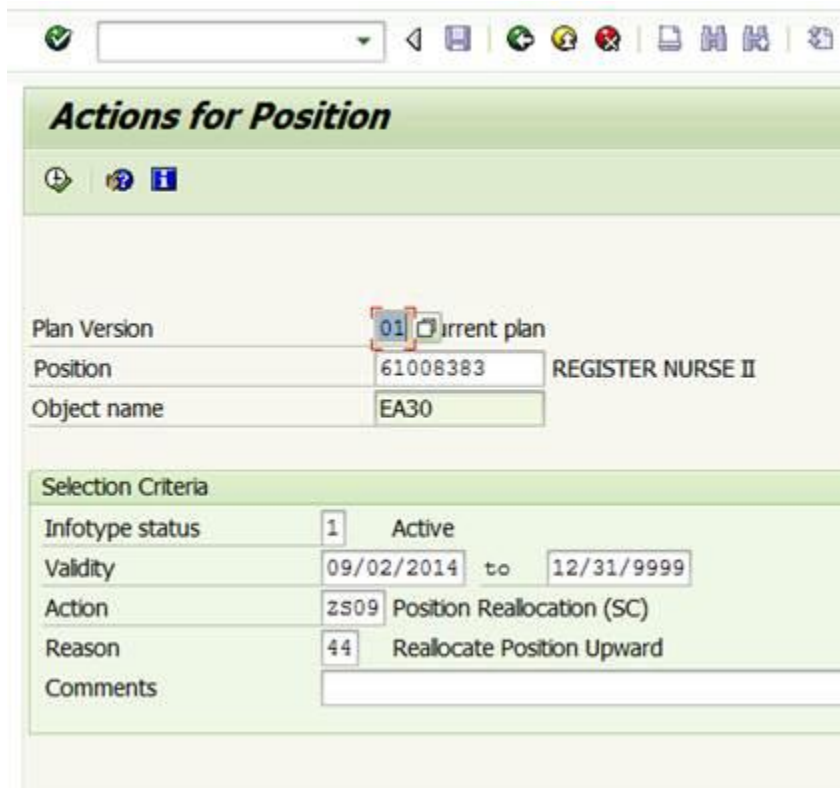


(OM) POSITION UPDATES

- Validity Date – needs to be beginning of payroll period
- PQ13 Action - Position Reallocation
- Reason – Reallocate Position Upward

Note: Technically, the movement of positions to the new Physician (UB27) and Dentist (UB28) will be reclassifications, so the PQ13 action will be Reclassify Position and the reason will be State Title Change Lateral. The correct job will need to be entered on the B 007 “Is described by” relationship.



Plan Version	01	Current plan
Position	61008383	REGISTER NURSE II
Object name	EA30	

Selection Criteria	
Infotype status	1 Active
Validity	09/02/2014 to 12/31/9999
Action	2S09 Position Reallocation (SC)
Reason	44 Reallocate Position Upward
Comments	

Go through each infotype and make changes or save

The only infotypes that will have changes are:

- Object – change to the new title (class code should remain the same)
- Planned Compensation – change to new pay band

(PA) EMPLOYEE UPDATES

- PA40 Action - Reclass/Realloc
- Enter the PERN for the employee
- Enter the From date, needs to be the beginning of a payroll period
- Enter and Save through all infotypes

*****Please note that you will need to know the employees work schedule rule and salary amount to enter in the system*****



Personnel Actions



Personnel no. [REDACTED]
Name [REDACTED]
EE group 1 CLASSIFIED FTE Pers.area J120 DEPARTMENT OF MENT
EE subgroup 1C FT-NE W/INS & LV Status Active
From 09/02/2014

Personnel Actions

Action Type	Personn...	EE group	EE subg...
New Hire (SC)			
Rehire (SC)			
Quick Hire (SC)			
Non-PY SAP to PY SAP (SC)			
Movement Between Agencies (SC)			
Promotion (SC)			
Demotion (SC)			
Appointment Change (SC)			
Salary Adjustment (SC)			
Cancel Salary Adjustment (SC)			
Leave of Absence w/pay (SC)			
Leave of Absence w/o pay (SC)			
Return from LOA (SC)			
Suspension (SC)			
Separation (SC)			
EPMS (SC)			
Reclass/Realloc (SC)			
Central Data Cleanup			
Central Employee Movement (SC)			
Central Dual/Multiple Emp (SC)			
Agency Dual/Multiple Emp (SC)			